

Roanoke Connect #29

eNewsletter

MAY 18, 2007

Dear Stuart,

Nearly 2000 individuals from 47 states (All but Alaska, Arkansas and Idaho) now receive this eNewsletter. Number 29 lists opportunities from 23 different organizations. To read about some of our **35+ success stories** [click here](#). If you are a success story, then let us know.

5 O'Clock Career Network - Monday, May 21 @ 5 pm

[Roanoke Connect](#) and [Career Connection](#) are teaming up to host a free workshop for seekers looking for job search strategy and technique assistance. This is the third event and the reviews by job seekers has been very good. This week's topic will be networking. Short presentation on Why networking is beneficial, The different kinds of networks, How to be a successful networker, How to expand and maintain your network, How to use your network to benefit others as well as yourself. Followed by a discussion session and an opportunity to expand your network. RSVP Dave at dcl@careersva.com if you would like to come to 111 Franklin Plaza, Suite 305 in downtown Roanoke on Monday, May 21 at 5 pm.

Virginia Tech - Updated

The university is advertising their classified staff positions each week. The latest list can be found by [clicking on this link](#) and look for pay band 4,5 or 6.

NCTC - Executive Director (Posted a 2nd Time)

The [NCTC is seeking an Exec Director](#). To succeed in this position, you will need to possess strengths in sales, marketing, executive oversight and program management. You are self-motivated and passionate about helping this region succeed. You are technically savvy and you understand the technology industry. "Impeccable" is how you would describe your people skills and you would seek to become a very visible leader in the community. You will enjoy working with and for some of the region's most influential and progressive leaders. You will embrace the challenge of leading a well-respected, dynamic, and successful organization to an even greater level of achievement. The NCTC offers a competitive salary and benefits package and the chance to work with

local and state leaders in the technology industry. If interested, please send a cover letter and resume to hr@thetechnologycouncil.com.

National College Services - Academic Coordinator

[National College Services, Inc.](#) is currently interviewing candidates for the following full-time position. Academic Coordinator: National College Services is seeking a full-time Academic Coordinator for a small financial aid department. Must be analytical with exceptional attention to detail; organized and work well in a deadline drive environment. Prior bookkeeping experience is preferred. Working knowledge of Excel is required (ACCESS preferred). Please fax or e-mail resume to the attention of Ms. Shawn Thomas at fax number 540-769-8291 or e-mail sthomas@ncbt.edu.

Roanoke and New River Valley eFair on Facebook.com

This eFair is in response to the cancelled Roanoke and New River Valley Career and Lifestyle Fair on the Virginia Tech campus scheduled for April 18. Summer internships and full-time opportunities in the Roanoke and New River Valley will be promoted on this group. Look in the discussion board for potential opportunities on a daily basis. For more info, email stuart.mease@roanokeva.gov.

To visit the virtual fair, [click here](#) and enter your Facebook password.

Express Personnel - Interviewing Event May 19 9 a.m - 12 noon

Express Personnel is open **Saturday, May 19, 2007** from 9 am til noon to take applications for job opportunities in all three divisions: Professional, Clerical and Industrial.

Most are full time permanent positions with benefits. Staffing coordinators will be on hand to interview. Check both our websites for listings and job information at www.expresspersonnel.com and www.expressprofessional.com.

Come to
1109 Electric Road in Salem on Saturday from 9 a.m. - 12 noon.

College students are encouraged to apply for summer jobs.

For more info, contact Donna at Donna.Tatum@ExpressPersonnel.com

Kreger Components - Inside Sales

Job Summary:

Inside Sales Position/CSR (Entry Level): Business to Business sales of Electronic Components.

Hours: 8:45 am - 5:45 pm M-F -- **Salary:** \$10.00 - \$12.00 per Hour/Range -**Location:** 5151A Starkey Road, Roanoke, 24018

Experience:

- Articulate customer service phone skills.
- Ability to multi-task & work independently.

- Computer knowledge - Peachtree Software a plus.
- Good with numbers - accuracy is a priority

E-mail resume to mark.frye@kregercomponents.com and for more info [click here](#).

Virginia Tech - Legal Counsel - Office of the Attorney General

The Virginia Office of the Attorney General is seeking an experienced attorney. We offer the challenge and opportunity of public service, a professional environment, and competitive salaries and benefits.

OFFICE OF THE ATTORNEY GENERAL
COMMONWEALTH OF VIRGINIA
EDUCATION SECTION
seeks
ASSOCIATE UNIVERSITY COUNSEL and
ASSISTANT ATTORNEY GENERAL
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
BLACKSBURG, VIRGINIA

This attorney, based on the campus of Virginia Tech in Blacksburg, will serve the Attorney General under the direction of the Chief of the Education Section and the University Counsel, and will provide representation and a wide variety of legal services to the University.

DUTIES: It is anticipated that the lawyer will advise and represent the University in a wide variety of legal matters pertaining to higher education. The successful candidate must have excellent writing skills and be prepared to appear in the appropriate state or federal court. He or she will also need to be able to respond to legal requests in a timely fashion. Additionally, this person will provide other legal services to the University and the Commonwealth as directed by the University Counsel and the Office of the Attorney General.

QUALIFICATIONS: Successful candidate will have excellent analytical and writing abilities and oral communication skills, with a minimum of one year of practice in the general practice of law. Excellent interpersonal skills are also required. High level of organization skills, an ability to manage large numbers of projects simultaneously and to work under pressure are required. State government experience, experience in health- or mental health-related areas, and experience working with higher education are preferred. Must be admitted to the Virginia bar or eligible for immediate admission. Salary commensurate with qualifications.

TO APPLY: Please submit a resume, writing sample, law school transcript, completed OAG Attorney Application (available at www.vaag.com) and a discussion of all relevant experience to: Office of the Attorney General, 900 East Main Street,

Richmond, Virginia 23219, Attention: Human Resources Section. Please reference Recruitment #070502. Applications will be accepted until position is filled. To insure immediate consideration, please submit application materials by June 8, 2007.

For more info, contact Christina at cbrogdon@vt.edu.

US Cellular - Retail Wireless Consultant

Retail Wireless Consultant: PT & FT Positions available in Roanoke, Salem, Christiansburg, Covington. Full time benefits for both PT & FT. Benefits begin the first day of work. Medical, Dental, Optical Insurance, Tuition Reimbursement and Free Cellular Service -- Bilingual a plus.

Apply at: <http://uscc.net-apply.com/9292> or email Loretta at loretta.stewart@uscellular.com

Carilion - Help Desk

HELP DESK SPECIALIST

Responsibilities:

Provide end user support for a variety of hardware and software issues. Identify, research and resolve technical problems. Answer and respond to telephone calls, email and personnel requests for technical support from multiple locations. Document, track and monitor problems to ensure a timely resolution. Create troubleshooting documentation. Work on assigned projects

Requirements:

2-3 years of Help Desk experience (including call and ticket handling). In-depth knowledge of PCs, operating systems and mobile devices. Excellent customer-service skills. Excellent verbal and written communication skills. Patience, tact and the ability to work under pressure. Able to work independently as well as part of a team

Prefer:

Help Desk Certification. CompTIA A+ Certification

Hours: Monday-Friday, 8 hour period between 6 am-12 am

Contact Kathy Harrison at Kharrison@carilion.com or [visit online](#).

Cox Communications - Executive Assistant

Executive Assistant

Cox Communications is recruiting an experienced Executive Assistant to provide executive support to the Vice President and General Manager, as well as some responsibilities for the overall executive team. This person will perform a wide variety of administrative and organization duties, including personal secretarial support, maintenance of company files, management of vendors and suppliers, purchasing and acting independently to organize and manage companywide events. This position exercises frequent independent judgment, and requires a self-starter, with a superb, professional manner. The position interacts with all levels throughout the organization, as well as being the interface to the public for Cox executives. A highly skilled, experienced professional is required.

The qualified applicant will possess a high school diploma or GED, college level business classes highly desired; 8-10 years progressively more responsible administrative experience, typing 70 words per minute, and excellent written and verbal communication skills. Must be very proficient in Word, Excel, PowerPoint and Outlook.

We provide an excellent benefits package to include immediate health insurance coverage, paid time off, retirement, 401(k), discounted Cox services, plus other employee incentives. The salary range for this position is \$36,000 to \$54,000

All interested candidates **MUST APPLY ONLINE** at www.cox.com/coxcareer. No mail in resumes accepted. **Deadline to apply is May 25, 2007.**

For more info, contact Lemena at lemena.thornton@cox.com.

Virginia Tech Foundation

The Office of University Development at Virginia Tech is seeking a Development Associate for The Arts.

The Development Associate provides comprehensive administrative, technological and programmatic support for the Director and Assistant Director for the Arts. Reports directly to the Director of Development for the Arts. Assist with management of donor relations; manage office work flow effectively; scheduling appointments and meetings; making travel arrangements; handling calendars, and reimbursements. Composes correspondence to follow-up with donors, volunteers and staff, and edits and proofs all written materials for accurate and professional presentations. Conducts research as requested. Responsible for preparing and coordinating numerous mass mailings to these constituencies. Helps coordinate special events and special projects. Works extensively creating reports from Banner database, usually in an excel spreadsheet format. Process gift acknowledgements. Serves as liaison for university and non-university contacts.

The Office of University Development at Virginia Tech is seeking a Fiscal

Technician.

The Fiscal Technician evaluates gift documents and record gifts and pledges of all types to the University reflecting the wishes of our donors and according to the rules of the University, CASE Guidelines, and IRS Regulations, as well as reconciles gift fund accounts to ensure accuracy and completeness. Ensure that donor records are maintained in a complete and accurate manner, properly using the varied coding schemes as necessary to reflect the unique specifics of each gift or pledge, so that high quality information is available to all authorized parties in the university and the Virginia Tech Foundation. Handle all confidential donor information as mandated. Be responsive to queries and requests from departmental, university, and foundation users, as well as donors as appropriate. Will be specifically responsible for the creation and maintenance of new funds/designations on the Alumni/Development Banner database, as well as distribution and maintenance of endowment records.

For further information please contact Leanna Craig, Human Resources Asst., hrdev@vt.edu. Individuals with disabilities desiring accommodation in the application process should notify the Office of Human Resources, 540/231-9331.

For more info, [click here](#).

Medical Facilities of America

Springtree Healthcare Center in Roanoke, VAQ is seeking an Activities Director to direct recreational activities for residents of our skilled nursing facility. Responsibilities include patient assessment and care planning for activities, as well as management of the recreational program to include creating a monthly calendar, providing therapeutic activities, and encouraging patient involvement. Qualifications for this position include at least 1-2 years experience in a recreational therapy setting and certification through the state or graduation from a CRTS program.

We offer a competitive rate of pay and a comprehensive benefits package for full time associates which includes affordable health and dental insurance within 30-60 days of hire, free life insurance, paid time off, extra pay for holidays, 401k with 50% company match (eligible within 6 months of hire), scholarship opportunities, and continuing education.

Please send your resume to Heather Carter at hcarter@mfa.net or fax to 540-776-7486 or [visit online](#).

Advance Auto Parts

Help Desk Analyst

Advance Auto Parts in Roanoke VA is seeking qualified candidates for a Help Desk Analyst.

SUMMARY:

The primary responsibility of the Help Desk Analyst position is first level problem

determination, predominately supporting Advance Auto Parts retail stores and customers. Log and track problems using our Customer Relationship Management software in order to provide timely solutions.

Job Responsibilities:

- Answers, evaluates, and prioritizes incoming telephone, voice mail, e-mail, web, web chat and in person requests for assistance from users.
- Able to troubleshoot hardware, software, networking, procedural or other computer related technologies.
- First level problem determination, predominately supporting Advance Auto Parts retail stores and customers.
- Log and track problems using our Customer Relationship Management software in order to provide timely solutions to our customers.

What you need to be successful:

- Prefer a 2 to 4 year degree in Computer Information Systems or comparable experience.
- Excellent phone and interpersonal skills.
- Good verbal and written communication skills.
- The ability to work shifts, including nights and weekends.
- Automotive parts knowledge a plus.

What we offer:

If you're searching for a career with real growth potential, take a look at Advance Auto Parts. Headquartered in Roanoke, Va. Advance Auto Parts is the second-largest retailer of automotive aftermarket parts, accessories, batteries, and maintenance items in the United States with more than 3,100 stores throughout 40 states. We have a proud tradition of delivering the highest quality of products and service to our customers, so come and share in our success. If you're willing to succeed, we're more than willing to help. Advance your career with us!

Come work for the company that Forbes Magazine named "One of the Best Managed Companies in America" in the retail sector in 2005!

Site Location Research Analyst

With over 2800 locations nationwide, Advance Auto Parts is the second-largest automotive aftermarket retailer in the United States based on sales and store count. Throughout the years, Advance Auto Parts has lead the industry in parts availability, price, and customer service. But more than anything, the company has valued the hard work, dedication, and commitment of its Team Members. Today more than 41,000 Team Members have committed themselves to bigger and brighter futures as Advance Auto Parts enters the new millennium.

The Real Estate Department contributes to the success of the company by managing commercial real estate properties by inspecting and overseeing construction of buildings, negotiating lease agreements, disposing of excess property, and preparing various real estate reports. Real Estate currently has an opening for a Site Location Research Analyst in our Store Support Center located in Roanoke, Virginia.

For more information on Advanced Auto Parts please visit our website:

<http://www.advanceautoparts.com/>

For information about Roanoke please visit:

<http://www.roanokeva.gov>

SUMMARY

The Research Analyst maintains a central position in the Real Estate Research Department in looking for, creating, and maintaining processes for site location forecasting. In addition, the Research Analyst conducts many ad hoc studies regarding our various lines of business where the solution to the problem involves statistical analysis and/or spatial relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Create and maintain research systems which include:
 - o Periodic customer profiling
 - o Developing a demand model and other statistical models
 - o Developing an analog retrieval system
 - o Developing commercial correlations
- Creation and development of other systems to augment our site selection efforts
- Development of methodologies for and completing ad hoc projects such as mapping projects, interface projects with other departments such as Consumer research and Commercial Sales

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Strong analytical, organizational, and communication skills.
- Experience with statistics and statistical software
- Experience with geographic information systems
- Willingness to travel.
- 4-year degree (Masters degree a plus).
- Strong mathematical aptitudes with exposure to and familiarity with statistical applications

WORK ENVIRONMENT

The work environment is both fast paced and diverse. The departmental primary goal is the successful development of sufficient good retail projects each year, and it is likely the number of stores required will grow in most years. The constant re-invention of processes and the search for efficiencies is important. Up to 50% of the position could be ad hoc projects and miscellaneous requests that need to be solved statistically and spatially.

Please send resumes to kenny.mcinnis@advance-auto.com or [visit online](#).

Foot Levelers

Sales & Service Reps

Our growing sales & service team is in need of reps for new business development. As a part of the FLI team, you are an integral part of growing our company and our vision. We want someone who is passionate about setting goals, taking initiative, being successful and wanting to work with only the best.

To qualify for our sales & service team, we require: 1+ year of previous sales experience; ability to build customer relationships; and excellent verbal and written communication skills.

Available work hours are between 9 AM and 7 PM Monday through Friday.
COMPETITIVE PAY! Part-time & full-time opportunities available!

Graphic Print/Web Designer

Foot Levelers has an immediate need for a graphic print/web designer who is responsible for designing art and copy to promote the Company's orthotic line and other products. Qualified candidates have a degree in marketing, design or related field as well as a minimum of one year of experience or a combination of education and experience. Candidates must have proficiency with FreeHand, Microsoft Office, QuarkXPress, Adobe Photo Shop, Adobe Illustrator, and Flight Check.

Qualified applicants should call 800-277-4066 for additional information and application options or email resume and cover letter to Heather at employment@footlevelers.com or [visit online](#).

Staff Accountant - Renick Group

Staff Accountant Roanoke, Virginia

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; but are not limited to;

- Perform month-end financial statement reviews for assigned locations to ensure that expenses are charged properly and that sales reflected are accurate
- Analyze complex balance sheet accounts and make necessary adjustments to GL
- Participate in the yearly budgeting process, and assist with the year-end audit as necessary
- File required returns to various government agencies, such as sales tax returns and unclaimed property returns, after performing necessary calculations/research. Submit requests to A/P for payments which go along with the various returns.
- Communicate with store and warehouse management regarding financial statements, research issues as needed, and assist in problem resolution
- Calculate bonuses, obtain necessary management approval, and submit to payroll for payment
- Prepare needed schedules and analysis for management on various GL accounts
- Complete self-directed special projects each year as set out in individual bonus plan

QUALIFICATIONS, EDUCATION and/or EXPERIENCE - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree in accounting and 1 or more years experience in an accounting environment
- Must be a self-starter with minimal supervision
- Must have excellent verbal and written communication skills
- Must be proficient in all Microsoft programs including Word, Excel, PowerPoint, PageMaker and Access
- Must be able to handle multiple tasks and be very organized
- Good problem resolution skills
- Ability to work well with all levels of management

Please send me a copy of your resume as an attached word document.

Coy Renick, SPHR

The Renick Group, Inc.
Professional Recruiting & Salaried Staffing
P.O. Box 12472
Roanoke, VA 24025-2472

Phone: (540) 890-3153
Cell: (540) 556-4480
Fax: (540) 400-7209
Email: crenick@renickgroup.com
Website: <http://www.renickgroup.com>

The Right People in The Right Jobs!

Ashley Furniture

Furniture Sales Consultant

Main Job Summary:

Greet and welcome every guest as appropriate. Ascertain, support, and advise guest on establishing their furniture concerns. Create, manage, and up sell, furniture sales.

Abilities and Skills:

- Possess a friendly, approachable, and outgoing personality
- Efficient, accountable, and resourceful team player
- Proficient familiarity of Ashley furniture and warranties
- Some computer application skills
- Ability to multi-task responsibilities in a fast paced and high-pressured environment
- Pleasant, professional, and articulate customer service skills
- Prompt and courteous demeanor

Responsibilities and Duties:

- Greet and welcome every guest entering showroom as appropriate
- Address various customer requests with positive and cordial disposition
- Assist guests with their furniture needs while ensuring optimum customer service is provided
- Make an effort to "up sell" and "add on to" each sale
- Explain BGI/Ashley's policies and procedures to each guest
- Demonstrate the features and benefits of Ashley furniture and products
- Illustrate and define the benefits and features of Sealy and Simmons mattresses
- Clean and maintain assigned AOR (area of responsibility) and general showroom appearance as able
- Maintain ongoing familiarity of product knowledge
- Explain and sell Montage 5 Year Protection Plan as applicable
- Follow floor rules
- Familiar with financing options, TRS and promotions
- Continual focus on " 5 Core Values"

Compensation:

The sales position is full time with a range of 35K - 75K a year, including full benefits, 401K and Sunday's off.

For more information, contact Brandon at hr@bakergroupintl.com or [visit online](#).

Optical Cable

Inside Sales Representative Opportunity

Optical Cable Corporation was founded on the tradition of technological leadership, this dynamic manufacturer of fiber optic cable products has been at the forefront of the design, production, and implementation of rugged, reliable, field-tested fiber optic and military tactical cable technology since the company's inception in 1983. Located in the Blue Ridge Mountains of Southwest Virginia, Optical Cable Corporation offers excellent career opportunities to candidates who are driven by a positive attitude and the desire to succeed. The company is rapidly growing and continues to enhance its broad range of top-performing fiber optic cable products for a worldwide customer base.

Become a part of the successful and dedicated team at Optical Cable Corporation! Enjoy an exciting work environment that offers rewarding challenges and the opportunity for growth. Optical Cable Corporation offers a very generous benefits package that includes competitively priced, yet comprehensive, medical coverage options and dental coverage; a 401(k) plan with discretionary corporate match and a 2-year vesting schedule, life insurance, disability insurance, as well as generous paid time off and holiday schedules.

Optical Cable Corporation is an EEO/AA/M/F/Disability Employer.

Inside Sales Representative

An Optical Cable Corporation Inside Sales Representative performs key functions

that enhance and grow sales dollars for the company. The Inside Sales Representative is responsible for prospecting and developing sales leads, providing relationship-based customer service and proactively assisting customers through all steps of the sales process.

An Inside Sales Representative will support a territory designated within the United States by providing support to both Outside Sales Representatives and customers and prospects. The Inside Sales Representative is expected to develop and pre-qualify sales leads, make contact to "warm" the lead and coordinate sales opportunities with the appropriate Outside Sales Representative. The Inside Sales Representative proactively researches sales opportunities through the marketing resources provided. The goal of each Inside Sales Representative is to generate and increase sales revenue.

An Inside Sales Representative must also handle purchase orders and accompanying data entry in an accurate and timely manner. The representative will coordinate with the Outside Sales Representatives and Quotations Managers in order to provide winning quotations to customers and prospects.

Successful candidates will have a strong desire to succeed; sales experience is not required but is preferred. College candidates will demonstrate an ability to handle multiple tasks and to communicate professionally and in a manner that is conducive to increasing business. Candidates completing an engineering or technically related program are encouraged to apply; candidates with marketing and general business degrees are also encouraged.

Enjoy excellent benefits and a terrific support team!

To apply for this position, please forward a cover letter and resume to:

Tonia Hackett
www.occfiber.com
occfiber@occfiber.com
540-563-9829

Cobb Technologies

Sales Account Executive

Summary:

Sales Consultant/Solutions Provider Cobb Technologies, Inc., one of Virginia's largest independently owned technology companies, is currently seeking sales professionals for the Roanoke, Richmond and Tidewater Virginia market areas.

Description:

Required qualifications, skills and experience include: Bachelor's degree or equivalent experience; minimum 1-3 yrs business to business outside sales experience focused on new account generation, preferably selling product and service; geographic sales territory experience using consultative selling approach;

strong presentation and communication skills; accustomed to being managed with weekly activity guidelines; proficiency in Microsoft office and contact management software such as Sales Chain, etc. The Sales Associate must travel locally in order to visit prospective customers, therefore must have a valid driver's license. We offer excellent benefits: -Competitive Base Salary -Excellent commission and bonus opportunities -Mileage reimbursement -Flexible vacation schedule -generous 401k match -Excellent training. Cobb Technologies provides a positive, team-oriented work environment, with excellent earning and growth potential. We are proud to be the winner of the Better Business Bureau's Torch Award for Marketplace Integrity, and acknowledged as an industry leader in customer satisfaction by J.D. Power and Associates. Interested candidates are invited to apply on line at www.Cobbtechnologies.com or email your resume to humanresources@cobbtechnologies.com.

For more info, contact Richard at rcarlton@cobbtechnologies.com.

Carter Machinery

Accounting Analyst

Carter Machinery Company, the authorized Caterpillar dealer for Virginia and southern West Virginia, has an immediate opening for an Accounting Analyst at our corporate headquarters in Salem.

"Seeking candidates with a desire for a career with an established industry leader."

If this describes you, we'd like to talk. College degree required, accounting background preferred.

We offer an excellent compensation and benefits package, including paid vacation, health, dental, life and disability insurance, as well as 401(k) with company match and a retirement plan.

Programmer Analyst in our Information Systems department at the corporate headquarters in Salem, Va.

Seeking applicants with 3-5 years of development experience with browser based applications. Candidate will assist in developing zero client install system interfacing with existing legacy systems on an AS/400 platform. All development and applications are in MS Windows and AS/400 environments. Must have a background in web design and maintenance, HTML, XML, MS SQL, .NET, C#, Visual Studio 2005 and Net.Data. Require strong analytical and communication skills and must possess the ability to extract and understand business requirements in order to convert them to practical solutions.

We offer an excellent compensation and benefits package including paid vacation, health, dental, life and disability insurance as well as 401k with company match and a retirement plan.

Contact us today for more information on the opportunities we have available that could start of a rewarding career.

We offer an excellent compensation and benefits package, including paid vacation, health, dental, life and disability insurance, as well as 401(k) with company match and a retirement plan.

Qualified candidates may submit confidential resumes to:

Carter Machinery Company, Inc.
Attn: Human Resources
PO Box 3096
Salem, VA 24153
(fax) 540.389.5753
jobs@cartermachinery.com
www.CarterMachinery.com

For more info, contact Jeria at Jeria_Robinson@cartermachinery.com.

Webmail.us

Primary Money Wrangler (AKA-Accounting Specialist)

Location: Blacksburg, Virginia

Salary: \$32,000 - \$36,000

As the Primary Money Wrangler, your day isn't complete until you've wrangled in as many past due invoices as possible. The thrill of checking another past due invoice off your list and watching the money in our bank account increase is exhilarating. Before you came here, you dreamed of a job that would allow you to broaden your accounting skills and this position allows you to do just that. You work with a team of finance experts and are challenged to create and manage systems that ensure the accuracy of thousands of transactions.

If you want your paycheck:

Your responsibilities to the customers (the people who pay us the big bucks) include:

- Responding to billing and accounting questions in a kind, courteous, and complete fashion
- Making the collection of past due accounts as positive and enjoyable for the customer as possible
- Being an expert when it comes to our billing system, offering ideas to improve it, striving to make the processes better, and assisting in the implementation of those processes
- Remembering that all customers can take their business elsewhere if we aren't responsive, committed, and supportive

Your responsibilities to your co-workers (the people pounding at your door) include:

- Remembering that the more money we collect/save for the company, the more fun stuff we can give our employees (like paychecks and free food)
- Spending our money wisely, efficiently, and more effectively
- Paying our vendors correctly (believe it or not, they're human and make billing mistakes too)
- Collecting A/R promptly, especially for those who depend on cash collections for commission checks (ahem, Sales Reps)
- Helping the office run smoothly by making sure supplies and other items are here when needed

- Assisting in financial statement preparation so everyone knows how we're doing against the goals

Important skills and characteristics:

- Detailed knowledge of Microsoft Office (especially Excel) and Quickbooks
- Accounting degree or accounting experience
- Knowledge of A/R collections processes
- Polite but firm and not afraid to ask for payment
- Multi-tasker who is able to handle A/R, billing, A/P, etc.

You're going to do just fine here if you

Are hungry for experience in accounting, are self motivated, creative, responsible, dependable, and have a strong team oriented attitude.

Web Developer - Full-Time, Part-Time, Co-op positions available

As a Web Developer you are given the liberty of not only having one of the most flexible jobs in the company, but also one of the most exciting. You work in the fast-paced, Internet-driven industry where you are expected to eat, sleep, and dream about creating a better product. You work in a small team environment with some of the smartest developers in the country (at least we think) where creativity and hard work collide to produce cutting-edge web applications. We need you because your talent, hard work, and dedication allow us to produce technical designs, develop web-based software, implement test plans, and document products that are going to take us to the next level.

We compete in the same space as Microsoft, Google, and Yahoo because the work that you do allows us to. Your thoughts, ideas, input, and creativity are pushed to the limit because pushing past the boundaries of today's email hosting standards is the only way we're going to become #1. The pressure is on. Are you ready?

If you want your paycheck:

Your responsibilities to the customers (the people who pay us the big bucks) include:

- Thinking, creating, pushing farther, developing new products;
- Taking those products and making them bigger and better; and
- Helping to build the best email hosting system in the world.

Your responsibilities to your co-workers (the people pounding at your door) include:

- Educating the Customer Care and Sales Departments on new products and features;
- Answering questions from other employees about products; and
- Developing tools that will be utilized by departments such as Finance, Support, and Sales (depending on your position).

Important skills and characteristics:

You should be able to switch easily between programming languages and have intimate knowledge of some of the following:

- Databases

- o MySQL
- o SQL Server
- o LDAP
- Scripting Languages
- o PHP
- o ASP
- o Perl
- Compiled Languages
- o C/C++
- o Java
- Web Design
- o HTML
- o CSS
- o XML
- o AJAX
- o Javascript

Web Developers should also have a clear understanding of both Linux and Windows Operating Systems.

You're going to do just fine here if:

- You are passionate about our products and services as well as the projects we're working on;
- You are hardworking, self-motivated, and passionate about learning and working with the latest technologies;
- You love having to think outside the box to find solutions to problems;
- You're a team player who adapts quickly to the ever changing environment at Webmail; and
- You want nothing more than to be part of one of the most exciting companies around.

To apply visit www.webmail.us/jobs or for more info contact marisa@webmail.us.

Engineering Architect

Engineering Architect

Reporting to C.O.O

Available: Immediately

Salary: \$45,000 + based on ability

Location: Southwestern VA

SUMMARY

The primary responsibility of the position is to aid in the development and customization of new home plans and to work with the Town Architect and the Architectural Review Board to organize and implement the plan approval process. The underlying purpose of this position is to provide consistent customer service and coordination between new home buyers, architects and the general contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Architect will be responsible for plan changes and alterations for high-end residential homes and work with the Town Architect and the Architectural Review Board through the plan approval process.
- Help coordinate the efforts of outside architectural consultants and aid in the development of new designs.
- Interface with clients and work closely with them to make programmatic and detailed changes to existing plans.
- Responsible for printing, organizing, and updating existing plans.
- Provide assistance to the project manager and superintendents with field staking, GPS surveying, and plan interpretation.

EDUCATION AND/OR EXPERIENCE

Undergraduate degree in Architecture or comparable field, or equivalent work experience is required.

SKILLS, EFFORT AND ATTRIBUTES

The employee should be highly organized and detail oriented with thorough follow up skills. The qualified candidate needs to be able to multi-task and be proactive with high energy levels. The employee should have excellent interpersonal, verbal and written communication skills with a winning attitude. A high degree of professionalism and diplomacy is required. The qualified candidate must have strong AutoCAD skills as well as proficiency in Microsoft Office. The successful candidate must be able to work both independently as a self starter and in a team environment.

WORKING CONDITIONS

Time will be spent out in the field as well as in the office with some light periodic physical exertion.

For more info, contact Dave at dcl@careersva.com or [visit online](#).

City of Roanoke

The City of Roanoke has the following jobs available. [Click here](#) for a link to a file.

Free Social and Professional Events for College Student Interns

The [NCTC](#), [Roanoke Regional Chamber of Commerce](#) and the [City of Roanoke](#) are once again creating social and professional opportunities for college students this summer who will be in the Roanoke and New River Valley. There are three event scheduled. For more info, [click here](#).

Links

Helpful Links

These links may be helpful to you in your job search process.

MyHometownJobs.com

[Express Personnel](#)

[Renick Group](#)

[Major Employers](#)

[RoanokeWantsU](#)

[City of Roanoke](#)

[Roanoke County](#)

[City of Salem](#)

[Botetourt County](#)

[Franklin County](#)

[Montgomery County](#)

Stuart Mease
Special Projects Coordinator
City of Roanoke
stuart.mease@roanokeva.gov
540-853-2384

Join Our Mailing List!